

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Application for Annual Leave

I am writing to formally request annual leave from [start date] to [end date] due to [brief reason, if applicable].

I have ensured that my responsibilities will be managed in my absence and have briefed [Colleague's Name] regarding my ongoing projects. I am committed to completing all urgent tasks prior to my leave.

I appreciate your consideration of my request and look forward to your approval.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]